

Procedures for Submitting Requests for Reimbursement of Expenses for Investigation and Training Activities

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**Enforcement
Letter**

ENF 2000-037

Distribution

County Agricultural Commissioners

Referrals

If you have any questions, please contact your Senior Pesticide Use Specialist liaison.

Approval

original signed by

David Duncan, Acting Chief
Pesticide Enforcement Branch
(916) 445-3871

**Prior
Procedure**

This procedure supercedes all Department of Pesticide Regulation (DPR) Pesticide Enforcement Branch procedures for submitting requests for reimbursements for expenses, including the Structural Pest Control Enforcement Program (SPCEP) Requests for Reimbursement of Expenses (ENF 99-019).

Introduction

This document outlines procedures for counties to follow when submitting requests for reimbursement of expenses incurred while attending DPR-sponsored training workshops, including SPCEP training, and for investigations associated with the SPCEP.

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Allowable Expenses

Counties may be reimbursed for actual expenses incurred by their employees when attending DPR-sponsored training and conducting investigations associated with the SPCEP.

County employees are to submit claims for reimbursement directly to the county for transportation expenses, including commercial airfare, vehicle mileage, tolls, and parking; and Per Diem, including meals, lodging, and incidentals. All reimbursements must be in accordance with county practices and procedures at the current county rate.

Invoice Format

Submit invoices to:

Department of Pesticide Regulation
Pesticide Enforcement Branch
830 K street, Room 401
Sacramento, California 95814-3510

Counties should submit invoices in duplicate on county letterhead or other format that identifies the county and includes the following information:

Invoices for SPCEP investigation expenses should be submitted to the attention of the Structural Pest Control Enforcement Program, at the address indicated above.

Indicate whether the expenses were incurred during DPR-sponsored training or investigations associated with the SPCEP.

Do not submit training and SPCEP investigation expenses on the same invoice.

Signed by an authorized county agent, e.g., agricultural commissioner or deputy agricultural commissioner.

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Reimbursement of Training Expenses

For invoices that include more than one employee, identify the total claimed for each employee. It is not necessary to itemize each employee's expenses, e.g., lodging, meals, parking, etc.

Each invoice must include the following:

- Name and location of training workshop
- Date(s) of travel
- Name of county employee(s)
- Total amount claimed for each employee
- Total amount requested

Reimbursement of Investigative Expenses

Requests for reimbursement of expenses are limited to investigations associated with the Structural Pest Control Enforcement Program.

For invoices that include more than one case, list each case separately by case number and name of respondent.

In addition to the case number and name of respondent, each request for reimbursement must include the following:

- Name of employee(s) conducting investigation
- Title or position of employee(s)
- Number of hours expended during investigation
- Employee benefits
- Overhead* charges, with explanation, not to exceed 35 percent
- Itemize miscellaneous expenses associated with the case(s), e.g., supplies, postage, etc.
- Total amount requested

*Overhead charges include expenses for services or functions performed by other administrative personnel, or departments, that are apportioned back among all budgeted programs. Actual costs must be identified for reimbursement of overhead charges in excess of 35 percent.

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Authorization Statement

Each request for reimbursement shall contain the following or similar statement:

“This claim for reimbursement has been reviewed by _____ County pursuant to current county policies and procedures. _____ County is requesting reimbursement for expenses incurred.”

State Warrants

State warrants will be issued to the County Treasurer/Agricultural Commissioner and sent directly to the County Treasurer. The remittance advice will include the invoice number or other identifying information.

cc: Mr. Daniel J. Merkley, Agricultural Commissioner Liaison

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